

Ordinance No. 44 – 16

By: Deneese Owen

An ordinance to adopt a pay scale and compensation policy for unclassified employees, and to replace the pay guide adopted in Amended Ordinance 52-09.

Whereas,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1

That the salaries of the recreation supervisors currently paid less than \$47,476 per year shall be increased to this amount effective December 1, 2016.

Section 2

That the recreation supervisor position shall remain exempt from the FLSA.

Section 3

That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety, such emergency arising out of the need to comply with newly established federal mandates, and therefore this Ordinance shall be effective immediately upon passage.

Passed: _____, 2016

Tim Madison, President of Council

Attest: _____
William Harvey, Clerk of Council

Approved: _____, 2016

Benjamin J. Kessler, Mayor

First Reading:
Second Reading:
Third Reading:

AMENDED ORDINANCE NO. 52-09

By: Robin Jones

An Ordinance to amend Ordinance 65-97 which placed a moratorium on the hiring of full-time and part-time employees, both new hires and replacement hires, to allow for the hiring of both full-time and part-time employees without the approval of Council provided that the salary has been approved in the budget.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That Ordinance 65-97 which placed a moratorium on the hiring of full-time and part-time employees, both new hires and replacement hires, is hereby amended to allow for the hiring of both full-time and part-time employees without the approval of Council provided that the salary has been approved in the budget,

Section 2. That the salaries paid to employees in Section 1 be within the guidelines set forth in the pay guide attached herein as Exhibit A, said guide to be reviewed from time to time by Bexley City Council in its discretion.

Section 3. That this Ordinance shall go into force and take effect at the earliest opportunity allowed by law.

Passed October 13, 2009

Matthew J. Lemke
President of Council

Attest [Signature]
Clerk of Council

Approved: 10-13, 2009

John M. Brennan
John M. Brennan, Mayor

Pay Grades One through six, as found in Exhibit A, attached herein.

First reading 9-8-09
Second reading 9-22-09
Third reading 10-13-09

COMPENSATION POLICY
UNCLASSIFIED EMPLOYEES

OBJECTIVES

It is the objective of the city of Bexley (COB) to establish and maintain a compensation program that will:

- Attract and retain qualified employees at all levels of responsibility who perform in a manner that permits the City to achieve its objectives and goals;
- Reflect the relative value of jobs;
- Be externally competitive and internally consistent and fair; and
- Provide flexibility (based upon availability of funds) toward employees on the basis of individual performance and contribution.

POLICY

1. Competitive Levels of Pay

It is the goal of the City of Bexley:

- To maintain levels of pay and benefits that are competitive with the average compensation of employers offering similar employment and competing in the same labor market;
- To establish such pay levels based on surveys of pay rates, benefits, other components of compensation; and
- To make external comparisons on the basis of base pay and other compensation components.

2. Responsibility

Development and maintenance of the compensation program is the responsibility of Human Resources. This includes the classification of new positions and the reclassification of existing positions. Human Resources is also responsible for determining the pay grade assignment of jobs. In addition, Human Resources is responsible for:

- Establishing new job titles;
- Eliminating existing job titles when appropriate;
- Revising job descriptions for positions when appropriate;
- Examining periodic market comparisons to ensure that the pay structure remains competitive; and
- Developing and maintaining the Pay Schedule which is to be used in the administration of the plan.

3. Administration of the Compensation Program in an equitable manner is primarily the responsibility of the Mayor and each budget Manager.

SALARY STRUCTURE

1. Pay grades are a means by which an employer offers comparable financial reward to jobs that are of similar value. Jobs are assigned to pay grades based on a combination of internal and external considerations.
2. The City of Bexley has an eleven-grade pay structure to be used for all unclassified employees.
3. The pay grades and ranges were developed based on:
 - Reporting relationships;
 - A marketplace analysis; and
 - Generally accepted salary administration practices.
4. The critical points within the pay grades are as follows:

Minimum: The minimum of the pay grade represents the lowest salary the City of Bexley would expect to pay to have the job performed. The area between the minimum and midpoint includes the salaries normally paid to:

- Individuals hired or promoted into a position who are learning the job; and
- Employees who are moving towards midpoint based on length of service and job understanding.

Midpoint: the midpoint of the pay grade represents the salary level paid for a competent employee with considerable (8 to 10 years) experience who performs all duties of the job at a satisfactory level. This level of pay is considered the "going rate" in the marketplace for trained experienced people. The midpoint is the salary used for comparison when a competitive analysis is performed.

Maximum: With the exception of longevity increases, the maximum of the pay grade represents the highest amount the City of Bexley will pay to have the job performed. The area between the midpoint and the maximum includes salaries paid to employees within a position level whose demonstrated performance is above average or at a consistently superior level.

Longevity Pay Increase: Employees whose salaries are at the maximum of the pay grade may be eligible for longevity increases (which would be no more than one-half of a normal increase) but will not receive normal increases unless the range maximum increases. Longevity pay increases must be approved by the Mayor and City Council.

PROCEDURES

1. Use of Job Titles

Official job titles are listed. Each position has been assigned an official job title. Most official job titles have been assigned a pay grade which outlines the pay range to be used when determining the salary to be paid to an employee who has been assigned that title. The pay range provides minimum, midpoint, and maximum pay levels. Questions regarding rates of pay for those few job titles that have not been assigned a pay grade should be directed to the Mayor and City Council.

2. Hiring Rate

New employees are normally hired at the minimum salary of the pay grade to which that particular job title has been assigned. The hiring of exceptionally well qualified candidates at a higher rate than the minimum established hiring rate may be permitted with the approval of the Mayor and City Council but such rate will be within the established range.

3. Salary Adjustment Procedures

- a. Promotions and reclassifications will normally only be considered during the annual budget process. Any exceptions must be approved in writing by the Mayor and City Council.
- b. Salary increases for promotions and reclassifications will be as follows:
 - One grade promotion or reclassification – normally five percent of current salary or entry level of the new grade.
 - Two or more grade promotions or reclassifications – normally five to ten percent of current salary or entry level of the new grade, whichever is higher.
 - In no case should the salary exceed the maximum of the new classification.
 - The amount budgeted for a position cannot be paid if it exceeds the amount calculated using the above method.
 - All promotions and related salary increases are contingent upon the availability of funds.
 - Large increases may be done in multiple steps over one year.
- c. All annual salary adjustments will be calculated on current base salary.
- d. Current full-time employees and new employees hired before October 31 will qualify for up to the average merit increase awarded for the next fiscal year. Employees hired between November 1 and December 31 will qualify for up to one-half of the average merit increase awarded for the next fiscal year.

If the minimum of the salary range is adjusted all full-time employees whose salaries are below the minimum will be adjusted to the new minimum. Normally such a change will occur at the start of a new fiscal year.

Salary merit increases normally become effective 1 January of a new fiscal year.

- e. All part-time employees will be paid according to the rate contained on the part-time schedule approved by the Mayor and City Council, but their total compensation will depend on the percentage of time worked. Exceptions to this rate must be approved by the Mayor and City Council.
- f. Instructions for annual merit pay increases will be distributed each year and will be based on the availability of funds and budget guidelines.

4. Pay Upon Demotion

a. An employee shall be demoted when:

- The employee is placed in a different classification having a lower pay grade.
- The employee's position is reclassified to a classification having a lower pay grade.

b. Pay Policy

In case of a demotion an employee's pay may remain unchanged or reduced at the discretion of the Mayor and City Council. If pay is to be reduced, it may be done in two equal steps over a six-month period.

5. Lateral Transfer

a. An employee shall be laterally transferred when:

- The employee is moved to a position with the same classification or to a position with another classification having the same pay grade.
- The employee's position is reclassified to a different classification having the same pay grade.

b. Pay Policy

An employee shall not be eligible for a salary increase at the time of a lateral transfer.

6. Extra Pay For Acting Assignment

When an employee is requested by the Mayor or his designee to serve in an "Acting" role in a position in a higher pay grade for a period estimated at more than six weeks, a supplement may be paid with the approval of the Mayor and City Council.

7. Budget Limitations

The implementation of policies and procedures pertaining to payment of salaries is contingent upon funds being available.

8. Exceptions

Requests for exceptions to the above policies and guidelines must have prior approval of the appropriate Budget Manager, the Mayor and City Council.

No commitment may be made to the employee until written authorization is received from the Mayor.

Questions regarding the Compensation Schedule or the Unclassified Compensation Program may be addressed to the Mayor.

TERMS AND DEFINITIONS

- Classification:** The assignment of a job to a particular job title and associated pay grade.
- Job Description:** A summary of the most important features of a job in terms of the general nature of the work involved and the types of workers required to perform it efficiently. It describes the job, not the individual who fills it.
- Job:** The name given to a group of positions that are alike enough in duties and responsibilities to be assigned the same pay grade and to require substantially the same qualifications.
- Job Title:** A label for a job which reflects the actual content of all positions assigned to the same job.
- Position:** An opening or a job occupied by a single employee.
- Pay Grade:** A component of the Compensation Schedule which stipulates the salary range to be paid for all job titles assigned to that grade.

**CITY OF BEXLEY
PAY SCHEDULE**

1	\$25,000	\$31,250	\$37,500
2	\$30,000	\$37,500	\$45,000
3	\$35,000	\$43,750	\$52,500
4	\$40,000	\$48,000	\$56,000
5	\$45,000	\$54,000	\$63,000
6	\$50,000	\$60,000	\$70,000
7	\$55,000	\$66,000	\$77,000
8	\$60,000	\$70,500	\$81,000
9	\$65,000	\$76,375	\$87,750
10	\$70,000	\$80,500	\$91,000
11	\$75,000	\$86,250	\$97,500

PAY RANGE ASSIGNMENTS

Assistant Finance Director	4
Assistant Service Superintendent	6
Building Assistant	2
Building Department Manager	7
Clerk of Courts	4
Code Enforcement	5
Development Director	8
Director of Building Services	9
Executive Assistant Service	4
Executive Secretary	4
Executive Secretary Police Department	4
Finance Director	9
Grounds Maintenance Supervisor	6
IS Manager	7
Jeffrey Maintenance Supervisor	6
Receptionist	1
Recreation Department Secretary	3
Recreation Director	8
Recreation Supervisor	4
Senior Citizens Coordinator	4
Service Director	9
Service Superintendent	7
Supervisor Maintenance	6
Technology Director	9
Water Department Assistant	3
Water Department Manager	6

Not Covered by Plan

Mayor
Chief of Police
Deputy Chief of Police
Auditor
City Attorney

LIST BY GRADE

- | | |
|----|--|
| 1 | Receptionist |
| 2 | Building Assistant |
| 3 | Water Department Assistant (Vacant)
Recreation Department Secretary – Part Time |
| 4 | Executive Assistant Service
Executive Secretary Police Dept
Executive Secretary
Recreation Supervisor
Assistant Finance Director
Clerk of Courts
Senior Citizens Coordinator
Recreation Supervisor (Vacant) |
| 5 | Code Enforcement |
| 6 | Grounds Maintenance Supervisor
Water Department Manager
Jeffrey Maintenance Supervisor
Supervisor Maintenance
Assistant Service Superintendent |
| 7 | Building Department Manager
IS Manager
Service Superintendent |
| 8 | Development Director
Recreation Director |
| 9 | Director of Building Services (Vacant)
Finance Director
Service Director
Technology Director (Vacant) |
| 10 | No Jobs Assigned
Not Currently In Use |
| 11 | No Jobs Assigned
Not Currently In Use |